

## **30.28 Subdivision Application Processing**

**30.28.010 Purpose.** The purpose of this Chapter is to provide standards and procedures for the acceptance, processing, hearing, and final action on subdivision and other mapping applications in accordance with the development standards and requirements of this Title.

**30.28.020 Applicability.** It shall be unlawful for any portion of any subdivision of land in the County to be sold prior to the recording of a subdivision map or to adjust the boundaries between existing lots without recording a boundary line adjustment effective July 1, 1973. Any contract for the sale of land within a proposed subdivision shall contractually obligate the seller to record the required map before title is transferred. (Ord. 2573 § 5 (part), 2001)

### **30.28.030 General Subdivision Processing.**

- a. Subdivision and other mapping applications may be initiated, accepted, processed, noticed, heard and acted upon in accordance with the provisions of this Chapter. Any division of land, or adjustment to the boundaries dividing land in Clark County shall be in accordance with the processes described in Sections 30.28.040 through 30.28.110 and Tables 30.28-1 through 30.28-8. For major and minor subdivision maps, the tables are in the order in which subdivision applications shall be submitted and approved. Each application shall be approved before the subsequent application can be accepted. The following five (5) general procedures are described in this Chapter.
  1. **Major Subdivisions.** The review process for major subdivisions is outlined in Tables 30.28-1 through 30.28-3. Major subdivisions are divisions of land into five (5) or more lots or parcels. In addition, common interest communities or subdivisions shall comply with the provisions of the Nevada Revised Statutes, Chapter 116, or with Chapter 117 if applicable.
  2. **Minor Subdivisions.** The review process for minor subdivisions is outlined in Tables 30.28-4 through 30.28-6. Minor subdivisions are divisions of land into four (4) or less lots or parcels.
  3. **Reversionary Maps.** The review process for reversionary maps is outlined in Table 30.28-7.
  4. **Boundary Line Adjustments.** The review process for boundary line adjustments is outlined in Table 30.28-8.
  5. **Extensions of Time.** The review process for extensions of time for subdivision maps is outlined in Table 30.28-9.
- b. **Certificate of Amendment.** The review process for a certificate of amendment shall be as provided in NRS 278.473 and shall be reviewed by the County Surveyor. When the ownership or beneficiary interest is the subject of the amendment, the submittal of an updated title report, including a subdivision guarantee, in conformance with the requirements specified in Section 30.28.130(a)(8), shall also be required to verify that the name or entity of current ownership is correct. (Ord. 3160 § 6 (part), 11/2004; Ord. 2806 § 1 (part), 10/2002)

**30.28.040 Major Subdivision Tentative Map.** Tentative maps for major subdivisions, and maps titled “Divisions of Land into Large Parcels” shall be processed per Table 30.28-1.

Table 30.28-1 See Also 30.16.210 for general process information and standards <b>MAJOR SUBDIVISION TENTATIVE MAP- AUTHORITY AND CONSIDERATION TABLE</b>	
<b>a. Initiating Authority</b>	Property owner
<b>b. Standards for Acceptance</b>	<ol style="list-style-type: none"> <li>1. All land included within a single map must be contiguous.</li> <li>2. All property included within the tentative map shall be a legal lot(s), or shall be legalized prior to recording the first final map.</li> <li>3. All components of a mixed use development may be included on one major subdivision map, provided all proper land use approvals for such a mixed use development have been obtained by the local governing body.</li> </ol>
<b>c. Document Submittal Requirements</b>	<p>Only complete submittals* will be accepted by the Zoning Administrator which must include:</p> <p>Application form                      Twenty-two (22) tentative maps</p> <p>Title report*                              Three (3) easement maps</p> <p>Tentative map checklist              Easement/right-of-way documents</p> <p>Submission to City                      Two (2) assessor’s maps</p> <p>Disclosure form                        Fire permit survey Form</p> <p>Landscape plan if there has been no prior land use approval for the project</p> <p>List and quantities of hazardous materials only if applicable (See Clark County Fire Department’s <i>Hazardous Materials Systems Guideline</i>, NRS, and NAC)</p> <p>Two (2) Record of surveys for projects with Las Vegas Boulevard frontage</p> <p>Residential Impact Statement for Manufactured Home Park Closures</p> <p>(*See Section 30.28.130 Document Submittal Requirement details)</p>
<b>d. Fee</b>	\$400 + \$2 per lot, or \$800 + \$4 per lot if within a Major Project
<b>e. Approximate Processing Time</b>	45 calendar days.
<b>f. Application Process</b>	Hearing before the Commission per Section 30.16.210.
<b>g. Notice Requirements</b>	<p>Posted notice, entity notice, and city notice; additionally for manufactured home parks proposed for subdivision and/or redevelopment to a different use, notice shall be provided to each tenant of such parks, plus signs</p> <p>(See Section 30.16.230 Notice)</p>
<b>h. Recommending Entities</b>	Town Board for development for which no prior land use applications have been approved and government entities, and Cities for projects of regional significance
<b>i. Approval Authority</b>	<p>Commission;</p> <p>Board, for application submitted in conjunction with, or in lieu of, another application that requires Board approval</p>
<b>j. Appeal Authority</b>	Board
<b>k. Standards for Approval</b>	The property owner shall demonstrate that the proposed subdivision is in full compliance with the requirements of this Title. Each of the proposed lots shall be designed with adequate width and depth to accommodate the proposed use(s).
<b>l. Map Expiration</b>	<p>A tentative map shall expire in 4 years from its approval date unless a final map for all, or a portion, of the property included under the tentative map has been recorded within that 4 years. The recording of the first final map shall extend the expiration date of the tentative map for an additional 2 years from the date the first final map was recorded. For each final map recorded thereafter, the expiration date of the tentative map shall continue to be extended for 2 additional years as based on the date the first final map in a series was recorded. The tentative map may also be extended for an additional 2 years by the approval authority pursuant to the hearing process specified in 30.16.210, provided a final map has been recorded since the original approval or the last extension of time.</p>
<b>m. Finality of Decision</b>	Following an appeal or reconsideration period of 5 working days, action shall be final and effective on the date of action on the map unless reconsidered. Following Board or Commission action, the applicant shall be notified of the decision. No permits or licenses shall be issued until the action becomes final.

<b>Table 30.28-1 See Also 30.16.210 for general process information and standards</b> <b>MAJOR SUBDIVISION TENTATIVE MAP- AUTHORITY AND CONSIDERATION TABLE</b>	
<b>n. Conditions of Approval</b>	<ol style="list-style-type: none"> <li>1. All development, or use of land, is subject to the development standards listed in this Title unless otherwise specified. The Commission <i>or</i> Board may impose additional conditions to mitigate potential adverse effects of an application on adjacent properties and the community. The Board may propose a development agreement consistent with the needs identified by the approval of a Public Facilities Needs Assessment or in conjunction with a project of regional significance.</li> <li>2. All approved plans, conditions, restrictions and rules shall be made a part of the map's approval and shall be binding on the property owner.</li> </ol>
<b>o. Extension of Time</b>	Provided that the requirements specified in Table 30.28-1(1) have been satisfied, a tentative map may be extended in accordance with the procedure shown in Table 30.16-17 except that administrative extensions of time are not permitted.

(Ord. 3924 § 4 (part), 1/2011; Ord. 3804 § 3 (part), 9/2009; Ord. 3549 § 5(part), 9/2007; Ord. 3499 § 2 (part), 3/2007; Ord. 3397 § 3 (part), 6/2006; Ord. 3354 § 4, 2/2006; Ord. 3160 § 6 (part), 11/2004; Ord. 2961 § 3 (part), 10/2003; Ord. 2857 § 6 (part), 2/2003; (Ord. 2788 § 4 (part), 9/2002; Ord. 2779 § 2 (part), 7/2002; Ord. 2756 § 5, 6/2002; Ord. 2741 § 5 (part), 5/2002; Ord. 2510 § 6 (part), 2000)

**30.28.050 Major Subdivision Final Map Technical Review.** Technical review of final maps, and amended final maps for major subdivisions and maps titled “Divisions of Land into Large Parcels” shall be processed per Table 30.28-2.

<b>a. Initiating Authority</b>	Property owner
<b>b. Standards for Acceptance</b>	<ul style="list-style-type: none"> <li>1. The tentative map must be approved.</li> <li>2. The technical impact analysis must be conditionally accepted by the Director of Public Works in accordance with Section 30.32.060 Technical Impact Analysis.</li> <li>3. Once the final map technical review has been accepted, further dedications and easements may not be recorded separately. All dedications and easements shall be included and finalized with the recording of the final map.</li> <li>4. All components of a mixed use development may be included on one major subdivision map, provided all proper land use approvals for such a mixed use development have been obtained by the local governing body.</li> </ul>
<b>c. Document Submittal Requirements</b>	<p>Only complete submittals will be accepted by the Director of Public Works which must include:</p> <div style="display: flex; justify-content: space-between;"> <span>17 copies</span> <span>2 assessor's maps</span> <span>2 title reports</span> </div> <p>2 copies of record of survey and deed (If project is within a commercial/industrial subdivision)</p> <p>Easement/right-of-way documents      Copy of CADD drawing</p> <p>Point file disk (in ascii format with point plot per 30.28.130a. (16))</p> <p>Technical impact analysis notice (Technical impact analysis is submitted for approval prior to submitting the technical review - See Section 30.32.060)</p> <p>Improvement plans (submitted for approval prior to submitting the technical review - See Section 30.32.080)</p> <p>(See Section 30.28.130 for Document Submittal Requirements)</p>
<b>d. Fee</b>	<p>\$600 + \$6 per lot (includes planning and survey submittal)</p> <p>\$700 + \$6 per lot if within a major project (includes planning and survey submittal)</p>
<b>e. Approximate Processing Time</b>	Action shall be taken within 30 calendar days of acceptance of the application unless extended by mutual consent of the County and property owner or for good cause
<b>f. Approval Authority</b>	Director of Public Works
<b>g. Appeal Authority</b>	Development standards may be waived upon approval of an application in accordance with Table 30.16-7.
<b>h. Distribution and Review</b>	Copies of the map shall be distributed to interested government entities and/or public utilities potentially affected by the proposed subdivision who, together with the Director of Public Works, will conduct the necessary reviews, inspections and research to determine the requirements to be completed by the property owner in order to record a future map, and shall transmit such information to the Director of Public Works within 15 working days.
<b>i. Agency Approvals</b>	The property owner shall perform the necessary tests, and file the information, data and plans required to obtain approval of the map from any agency, department, or utility purveyor as required by the Director of Public Works
<b>j. Notice of Requirements</b>	The Director of Public Works, taking into account the requirements of other governmental entities, shall prepare and issue within 30 calendar days a notice of requirements to the property owner detailing requirements for recording the map. Said notice can be relied upon by the property owner for the purposes of submitting a map for a period of 1 year from the date of the notice of requirements letter, subject to the provisions of any state statute or local ordinance adopted prior to final approval of the map. Any changes made by the applicant to the technical geometry of the map can be accomplished with revisions to the original plans, provided applicable survey fees are paid. After 2 revisions have occurred, any subsequent change will require the submittal of a new map.
<b>k. Completion of Requirements</b>	The property owner shall complete all the requirements listed on the notice provided by the Director of Public Works and return required corrections to the Director of Public Works for subsequent review. Specific agencies must separately review and approve the proposed subdivision, technical impact analysis, and improvement plans in accordance with Chapter 30.32. When satisfied as to the suitability of the subdivision and the technical correctness of the material submitted, approval will be transmitted to the Director of Public Works.

<b>Table 30.28-2</b> <b>MAJOR SUBDIVISION FINAL MAP TECHNICAL REVIEW- AUTHORITY AND CONSIDERATION TABLE</b>	
<b>l. Standards for Approval</b>	<ol style="list-style-type: none"> <li>1. All divisions of land shall conform to the Plan, the zoning requirements applicable to the zoning district, to the improvement standards listed under Chapter 30.32 of this Title unless otherwise specified, to all conditions of land use applications pertaining to the property, and to any other applicable state law or county ordinance.</li> <li>2. All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner. A map shall be held to conform to the tentative map if no additional building lots are created, no additional property is added, and the design of the subdivision matches the general traffic and drainage pattern of the approved tentative map.</li> <li>3. The final map technical review must be complete prior to the submission of the final map.</li> </ol>
<b>m. Time Limit</b>	The same time period as the tentative map, or 2 years, whichever is less. An extension of time of up to 2 years may be granted if an application is submitted and the required fee is paid. However, such an extension may require the re-evaluation of map requirements, which may result in revised or additional requirements or recalculated bonds and fees to ensure they are sufficient for the construction of required improvements.
<b>n. Withdrawal</b>	A map withdrawn by the property owner shall cease its consideration.

(Ord. 3859 § 4 (part), 6/2010; Ord. 3848 § 4(part), 2/2010; Ord. 3804 § 3 (part), 9/2009; Ord. 3767 § 1(part), 6/2009; Ord. 3549 § 5(part), 9/2007; Ord. 3518 § 6 (part), 5/2007; Ord. 3397 § 3 (part), 6/2006; Ord. 3297 § 1 (part), 10/2005; Ord. 2961 § 3 (part), 10/2003; Ord. 2769 § 62, 7/2002; Ord. 2741 § 5 (part), 5/2002; Ord. 2573 § 5 (part), 2001)

**30.28.060 Major Subdivision Final Map.** Final maps and amended maps for major subdivisions and maps titled "Divisions of Land into Large Parcels" shall be processed per Table 30.28-3.

<b>Table 30.28-3 MAJOR SUBDIVISION FINAL MAP - AUTHORITY AND CONSIDERATION TABLE</b>	
<b>a. Initiating Authority</b>	Property owner
<b>b. Standards for Acceptance</b>	<ol style="list-style-type: none"> <li>1. The final map technical review must be approved prior to submittal of the final map.</li> <li>2. Wherever water and sewage service is provided by a water or sanitary sewer purveyor, approval is not necessary from the State Department of Health, State Department of Conservation and Natural Resources and/or the State Public Service Commission. If individual well or sewage disposal systems are to be used, these agency approvals shall be obtained prior to the submission of the map, with the exception of the State Department of Conservation and Natural Resources and the Southern Nevada Health District, whose approvals shall be obtained prior to the recording of the map.</li> </ol>
<b>c. Document Submittal Requirements</b>	<p>Only complete submittals* will be accepted by the Director of Public Works which must include:</p> <p>Mylar* 1 copy</p> <p>Title report* Certification of tax payment</p> <p>(*See Section 30.28.130 for Document Submittal Requirement details)</p>
<b>d. Fee</b>	\$100, or \$200 if within a Major Project
<b>e. Approximate Processing Time</b>	Action shall be taken within 10 calendar days of acceptance of the application unless extended by mutual consent of the County and property owner or for good cause.
<b>f. Application Process</b>	The Director of Public Works shall verify completion of and conformance to the final map technical review, and shall ensure all required bonds are posted and fees paid.
<b>g. Notice Requirements</b>	Government and public utility entities
<b>h. Recommending Entities</b>	Government and public utility entities
<b>i. Approval Authority</b>	Director of Public Works
<b>j. Appeal Authority</b>	Development standards can be waived by filing an application in accordance with Table 30.16-7.
<b>k. Standards for Approval</b>	Upon final review, the posting of bonds, and the obtaining of all required signatures on the map, the map shall be approved and may be recorded. The County Recorder shall make a negative from the recorded original and provide the same to the County Surveyor.
<b>l. Map Expiration</b>	If not recorded, an approved final map shall expire at the expiration of the tentative map or final map technical review; however, an amended map that did not require a tentative map will expire one year from the date of the notice of requirements letter. If the map is not recorded within 30 days from release by the Director of Public Works, the County Recorder shall obtain verification from the Director of Public Works that the map is in order for recordation.
<b>m. Withdrawal</b>	A map withdrawn by the property owner shall cease its consideration.

(Ord. 3859 § 4 (part), 6/2010; Ord. 3549 § 5(part), 9/2007; Ord. 3472 § 4 (part), 1/2007; Ord. 3397 § 3 (part), 6/2006; Ord. 3160 § 6 (part), 11/2004; Ord. 2961 § 3 (part), 10/2003; Ord. 2769 § 63, 7/2002)

**30.28.070 Minor Subdivision Parcel Map Review.** Parcel maps for minor subdivisions shall be processed per Table 30.28-4.

<b>Table 30.28-4 MINOR SUBDIVISION PARCEL MAP REVIEW- AUTHORITY AND CONSIDERATION TABLE</b>	
<b>a. Initiating Authority</b>	Property owner
<b>b. Standards for Acceptance</b>	All land included within a single map must be contiguous. A single lot parcel map will be accepted to legalize the boundary (as determined by the County Surveyor).
<b>c. Document Submittal Requirements</b>	Only complete submittals will be accepted by the Director of Public Works which must include: 8 site plans or copies                      Title report                      2 assessor's maps (See Section 30.28.130 for Document Submittal Requirements)
<b>d. Fee</b>	\$150, or \$300 if within a Major Project
<b>e. Approximate Processing Time</b>	Action shall be taken within 30 days calendar days of acceptance of the application unless extended by mutual consent of the County and property owner or for good cause.
<b>f. Approval Authority</b>	Director of Public Works
<b>g. Appeal Authority</b>	Development standards can be waived by filing an application in accordance with Table 30.16-7.
<b>h. Distribution and Review</b>	Copies of the site plan shall be distributed to interested government entities and/or public utilities potentially affected by the proposed subdivision who, together with the Director of Public Works, will conduct the necessary reviews, inspections and research to determine the requirements to be completed by the property owner in order to record a future map, and shall transmit such information to the Director of Public Works within 15 working days, excepting the technical review of any future surveyed map.
<b>i. Notice of Requirements</b>	The Director of Public Works, taking into account the requirements of other governmental entities, shall prepare and issue within 30 calendar days a notice listing improvement requirements only. Said notice can be relied upon by the property owner for the purposes of submitting a map for a period of 1 year (12 months) from the date of the notice of requirements letter, subject to the provisions of any state statute or local ordinance adopted prior to final approval of the map and to the technical review of any surveyed map as required under Table 30.28-5 below.
<b>j. Standards for Approval</b>	All divisions of land shall conform to the Plan, the zoning requirements applicable to the zoning district, the improvement standards listed under Chapter 30.32 of this Title unless otherwise specified, all conditions of land use applications pertaining to the property, and any other applicable state law or County ordinance. All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner.
<b>k. Map Expiration</b>	One year (12 months) from date of the notice of requirements letter. Extensions of time for up to one year (12 months) each may be granted if an application is submitted and the required fee is paid. However, such extensions may require the re-evaluation of map requirements, which may result in revised or additional requirements.
<b>l. Withdrawal</b>	A review withdrawn by the property owner shall cease its consideration.
<b>m. Exception</b>	<ol style="list-style-type: none"> <li>1. An administrative exception to filing a parcel map review may be submitted if all issues which would have been identified in the parcel map review have been addressed. Such request for administrative exception must be in writing and must be accompanied by the following: <ol style="list-style-type: none"> <li>A. One copy of documentation explaining that the following requirements have been identified and satisfied through previous subdivision or land use application approvals;</li> <li>B. Approval of the proposed land use;</li> <li>C. Demonstration of legal access to the parcel;</li> <li>D. Evidence that the property is outside the 100-year flood plain;</li> <li>E. Approved drainage impact analysis or evidence that the drainage requirements have otherwise been identified and/or satisfied, and;</li> <li>F. Evidence that any required off-site improvement requirements have been identified and/or satisfied.</li> </ol> </li> <li>2. \$150, or \$300 if within a Major Project.</li> <li>3. The Director of Public Works shall issue a written approval or denial of the request within 10 working days of receipt of a complete request.</li> <li>4. Time limit for an exception is one year (12 months).</li> </ol>

(Ord. 3859 § 4 (part), 6/2010; Ord. 3848 § 4(part), 2/2010; Ord. 3549 § 5(part), 9/2007; Ord. 3518 § 6 (part), 5/2007; Ord 3008 § 4 (part), 12/2003; Ord. 2961 § 3 (part), 10/2003; Ord. 2769 § 64, 7/2002; Ord. 2770 § 1 (part), 7/2002)

**30.28.080 Minor Subdivision Parcel Map Technical Review.** Technical reviews of parcel maps and amended parcel maps shall be processed per Table 30.28-5.

<b>Table 30.28-5 MINOR SUBDIVISION PARCEL MAP TECHNICAL REVIEW- AUTHORITY AND CONSIDERATION TABLE</b>	
<b>a. Initiating Authority</b>	Property owner
<b>b. Standards for Acceptance</b>	The parcel map review must be completed if required, and any technical impact analysis must be conditionally accepted by the Director of Public Works in accordance with Section 30.32.060 Technical Impact Analysis. Once the parcel map technical review has been accepted, further dedications and easements may not be recorded separately. All dedications and easements shall be included and finalized with the recording of the final map. A single lot parcel map will be accepted to legalize the boundary (as determined by the County Surveyor).
<b>c. Document Submittal Requirements</b>	Only complete submittals will be accepted by the Director of Public Works which must include: 8 copies                      2 title reports                      2 assessor's maps Copy of CADD drawing                      Point file disk (in ascii format with point plot per 30.28.130 a. (16)) Technical impact analysis, improvement plan copies, and final improvement plans (submitted for approval prior to submitting the technical review as required by Sections 30.32.060 and 30.32.080) If provisions for water or sanitary sewage services are being waived, appropriate documentation per section 30.52.120. 2 Record of Surveys for projects with Las Vegas Boulevard frontage (See Section 30.28.130 for Document Submittal Requirements)
<b>d. Fee</b>	\$200 (includes planning and survey submittal) \$300 + \$2 per lot if within a major project (includes planning and survey submittal)
<b>e. Approximate Processing Time</b>	Action shall be taken within 30 calendar days of acceptance of the application unless extended by mutual consent of the County and property owner or for good cause.
<b>f. Approval Authority</b>	Director of Public Works
<b>g. Appeal Authority</b>	Development standards can be waived by filling an application in accordance with Table 30.16-7.
<b>h. Distribution and Review</b>	Copies of the map shall be distributed to interested government entities and/or public utilities potentially affected by the proposed subdivision who, together with the Director of Public Works, will conduct the necessary reviews to determine that the requirements of the parcel map review have been met, and shall transmit such information to the Director of Public Works within 15 working days.
<b>i. Agency Approvals</b>	The property owner shall perform the necessary tests, and file the information, data and plans required to obtain approval of the map from any agency, department, or utility purveyor as required by the Director of Public Works.
<b>j. Notice of Requirements</b>	The Director of Public Works, taking into account the comments of other governmental entities, shall prepare and issue within 30 calendar days a notice to the property owner detailing any technical corrections to be made to the map or requirements of the parcel map review not yet met. If there are no corrections and all requirements are complete, the letter shall indicate that the parcel map can be submitted. Any changes made by the applicant to the technical geometry of the map can be accomplished with revisions to the original plans, provided applicable survey fees are paid. After 2 revisions have occurred, any subsequent change will require the submittal of a new map.
<b>k. Completion of Requirements</b>	The property owner shall complete all the requirements listed on the notice provided by the Director of Public Works and return required corrections to the Director of Public Works for subsequent review. Specific agencies must separately review and approve the proposed subdivision, technical impact analysis, and improvement plans in accordance with Chapter 30.32.
<b>l. Standards for Approval</b>	1. All divisions of land shall conform to the Plan, the zoning requirements applicable to the zoning district, to the improvement standards listed under Chapter 30.32 of this Title unless otherwise specified, to all conditions of land use applications pertaining to the property, and to any other applicable state law or County ordinance. 2. All approved plans, conditions, restrictions and rules shall be made a part of the application's approval and shall be binding on the property owner. 3. The parcel map technical review must be complete prior to the submission of the parcel map.
<b>m. Technical Review Expiration</b>	To match the expiration date of the parcel map review, including extensions of time for the parcel map review.
<b>n. Withdrawal</b>	A map withdrawn by the property owner shall cease its consideration.

(Ord. 3859 §4 (part), 6/2010; Ord. 3848 §4(part), 2/2010; Ord. 3767 §1(part), 6/2009; Ord. 3549 §5(part), 9/2007; Ord. 3499 §2 (part), 3/2007; Ord. 3397 §3 (part), 6/2006; Ord. 3297 §1 (part), 10/2005; Ord. 3008 §4 (part), 12/2003; Ord. 2961 §3 (part), 10/2003; Ord. 2769 §65, 7/2002; Ord. 2510 §6 (part), 2000)

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*Chapter 30.28: Subdivision Application Processing*

*30.28-8*

*June 1, 2010*



**30.28.090 Minor Subdivision Parcel Map.** Parcel maps and amended parcel maps shall be processed per Table 30.28-6.

<b>Table 30.28-6 MINOR SUBDIVISION PARCEL MAP - AUTHORITY AND CONSIDERATION TABLE</b>	
<b>a. Initiating Authority</b>	Property owner
<b>b. Standards for Acceptance</b>	The parcel map technical review must be approved prior to submittal.
<b>c. Document Submittal Requirements</b>	Only complete submittals will be accepted by the Director of Public Works which must include: Mylar Title report with supporting documents (See Section 30.28.130 for document submittal details)
<b>d. Fee</b>	\$100
<b>e. Approximate Processing Time</b>	Action shall be taken within ten (10) calendar days of acceptance of the application unless extended by mutual consent of the County and property owner, or for good cause.
<b>f. Application Process</b>	The Director of Public Works shall verify completion of the parcel map technical review, conformance to it, and ensure all required bonds are posted and fees paid. The County Surveyor shall, following all required corrections to the map, review the map for technical survey correctness and correctness in general according to Nevada Revised Statutes. When the Surveyor is satisfied as to the technical correctness of the map, he shall transmit his approval to the Director of Public Works.
<b>g. Approval Authority</b>	Director of Public Works
<b>h. Appeal</b>	Development standards can be waived by filing an application in accordance with Table 30.16-7.
<b>i. Map Expiration</b>	If not recorded, an approved map shall expire at the expiration of the parcel map technical review, except that an amended map which does not add area or lots to the map shall not expire.
<b>j. Withdrawal</b>	A map withdrawn by the property owner shall cease its consideration.

(Ord. 3859 §4 (part), 6/2010; Ord. 3767 § 1(part), 6/2009; Ord. 3549 § 5(part), 9/2007; Ord. 3397 § 3 (part), 6/2006; Ord 3297 § 1 (part), 10/2005; Ord 3008 § 4 (part), 12/2003; Ord. 2961 § 3 (part), 10/2003; Ord. 2769 § 66, 7/2002; Ord. 2741 § 5 (part), 5/2002; Ord. 2573 § 5 (part), 2001)

**30.28.100 Reversionary Maps.** Proposed reversionary maps for subdivisions shall be processed per Table 30.28-7.

<b>Table 30.28-7 REVERSIONARY MAPS- AUTHORITY AND CONSIDERATION TABLE</b>	
<b>a. Initiating Authority</b>	Property owner
<b>b. Standards for Acceptance</b>	<ol style="list-style-type: none"> <li>1. All land included within a single map must be contiguous. However one 1 reversionary map may revert more than 1 map of platted lands and/or more than one map type.</li> <li>2. If applicable, right-of-way must be vacated prior to submission of the map.</li> </ol>
<b>c. Document Submittal Requirements</b>	<p>Only complete submittals will be accepted by the Director of Public Works, which must include:</p> <p>9 copies                      2 assessor's maps                      Mylar</p> <p>2 title reports                      Copy of CADD drawing</p> <p>Point file disk (in ascii format with point plot per 30.28.130 a. (16))</p> <p>(See Section 30.28.130 for Document Submittal Requirements)</p>
<b>d. Fee</b>	<p>Major Subdivision: \$500, or \$900 if within a major project (includes planning and survey submittal)</p> <p>Minor Subdivision: \$350, or \$600 if within a major project (includes planning and survey submittal)</p>
<b>e. Approximate Processing Time</b>	Action shall be taken within 30 working days of acceptance of the application unless extended by mutual consent of the County and property owner, or for good cause.
<b>f. Application Process</b>	Copies of the map shall be distributed to interested government entities and/or public utilities potentially affected by the proposed reversion who, together with the Director of Public Works, will review the map, and shall transmit required corrections to the Director of Public Works within 15 working days.
<b>g. Notice of Requirements</b>	The Director of Public Works, taking into account the requirements of other governmental entities, shall prepare and issue within 30 calendar days a notice of requirements to the property owner detailing requirements for recording the map. Said notice can be relied upon by the property owner for the purposes of submitting a map for a period of 1 year from the date of the notice of requirements letter, subject to the provisions of any state statute or local ordinance adopted prior to final approval of the map. Any changes made by the applicant to the technical geometry of the map can be accomplished with revisions to the original plans, provided applicable survey fees are paid. After 2 revisions have occurred, any subsequent change will require the submittal of a new map.
<b>h. Approval Authority</b>	Director of Public Works
<b>i. Appeal Authority</b>	Development standards can be waived by filing an application in accordance with Table 30.16-7.
<b>j. Standards for Approval</b>	Upon final review and obtaining all required signatures on the map, the map shall be approved and may be recorded.
<b>k. Map Expiration</b>	The map expires if not recorded within 1 year of notice of requirements letter.
<b>l. Withdrawal</b>	A map withdrawn by the property owner shall cease its consideration.
<b>m. Mergers and Resubdivision</b>	<ol style="list-style-type: none"> <li>1. A property owner that owns 2 or more contiguous parcels may merge and re-subdivide the land into new parcels or lots without reverting the preexisting parcels to acreage pursuant to NRS 278.490. The recording of the re-subdivided parcels or lots on a new map constitutes the merging of the preexisting parcels (See appropriate subdivision map process).</li> <li>2. The property owner or governing body shall ensure that streets, easements and utility easements, whether public or private, that will remain in effect after the merger and re-subdivision, are delineated clearly on the map.</li> <li>3. If a property owner posted security for the completion of improvements to 2 or more contiguous parcels and those improvements will not be completed, the County shall credit on a pro rata basis the security posted toward the same purposes.</li> </ol>

(Ord. 3859 §4 (part), 6/2010; Ord. 3848 § 4(part), 2/2010; Ord. 3549 § 5(part), 9/2007; Ord. 3518 § 6 (part), 5/2007; Ord 3297 § 1 (part), 10/2005; Ord. 2961 § 3 (part), 10/2003; Ord. 2769 § 67, 7/2002; Ord. 2741 § 5 (part), 5/2002; Ord. 2573 § 5 (part), 2001)

**30.28.110 Boundary Line Adjustments.** Boundary line adjustments within subdivisions shall be processed per Table 30.28-8.

<b>Table 30.28-8 BOUNDARY LINE ADJUSTMENTS- AUTHORITY AND CONSIDERATION TABLE</b>	
<b>a. Initiating Authority</b>	Property owner
<b>b. Standards for Acceptance</b>	A Boundary Line Adjustment may only be submitted to correct the following (as determined by County Surveyor): 1. A construction error in the field. 2. Mapping issues. 3. To make a nonconforming lot or lots more conforming.
<b>c. Document Submittal Requirements</b>	Only complete submittals* will be accepted by the Director of Public Works which must include: 5 copies Ownership deed(s) 2 assessor's maps Mylar* 2 Title reports* Copy of CADD drawing Property transfer deeds Point file disk (in ascii format with point plot per 30.28.130 a. (16)) (*See Section 30.28.130 for Document Submittal Requirement details)
<b>d. Fee</b>	\$300 (includes planning and survey submittal)
<b>e. Approximate Processing Time</b>	Action shall be taken within 30 calendar days of acceptance of the application unless extended by mutual consent of the County and property owner or for good cause.
<b>f. Application Process</b>	Reviewed for conformance to this Title and surveying procedure, accuracy, sufficiency, mathematical correctness, monumentation, legal description and title impact.
<b>g. Notice of Requirements</b>	The Director of Public Works, taking into account the requirements of other governmental entities, shall prepare and issue within 30 calendar days a notice of requirements to the property owner detailing requirements for recording the map. Said notice can be relied upon by the property owner for the purposes of submitting a map for a period of 1 year from the date of the notice of requirements letter, subject to the provisions of any state statute or local ordinance adopted prior to final approval of the map. Any changes made by the applicant to the technical geometry of the map can be accomplished with revisions to the original plans, provided applicable survey fees are paid. After 2 revisions have occurred, any subsequent change will require the submittal of a new map.
<b>h. Approval Authority</b>	Director of Public Works
<b>i. Appeal Authority</b>	Development standards can be waived by filing an application in accordance with Table 30.16-7.
<b>j. Standards for Approval</b>	1. The adjustment shall be subject to the design standards of this Title and any other applicable state law or County ordinance. 2. When the Director of Public Works confirms that the map is in conformance with this Title and is technically complete and accurate, the adjustment shall be approved and may be recorded.
<b>k. Map Expiration</b>	The map expires if not recorded within 1 year of the notice of requirements letter.
<b>l. Withdrawal</b>	An adjustment withdrawn by the property owner shall cease its consideration.

(Ord. 3859 §4 (part), 6/2010; Ord. 3767 § 1(part), 6/2009; Ord 3586 § 4 (part), 2/2008; Ord. 3549 § 5(part), 9/2007; Ord. 3518 § 6 (part), 5/2007; Ord. 3405 § 2 (part), 7/2006; Ord 3297 § 1 (part), 10/2005; Ord. 3160 § 6 (part), 11/2004;Ord. 2961 § 3 (part), 10/2003; Ord. 2741 § 5 (part), 5/2002; Ord. 2573 § 5 (part), 2001)

**30.28.120 Extensions of Time.** Extensions of time for major subdivision final map technical review, minor subdivision parcel map review, exceptions to minor subdivision parcel map review, and separate documents shall be processed per Table 30.28-9.

<b>Table 30.28-9 EXTENSIONS OF TIME- AUTHORITY AND CONSIDERATION TABLE</b>	
<b>a. Initiating Authority</b>	Property owner
<b>b. Standards for Acceptance</b>	<p><b>Final Map Technical Review:</b> A request to extend a map may only be submitted if there is an active tentative map.</p> <p><b>All other maps or separate documents:</b> A request to extend a map or separate document shall be submitted before 5:00 p.m. of the day it is due to expire, or the last working day prior to expiration.</p>
<b>c. Document Submittal Requirements</b>	<p>Application form</p> <p>2 Record of surveys for projects with Las Vegas Boulevard frontage</p>
<b>d. Base Fee</b>	<p>Minor subdivision maps: \$200, or \$200 if within a Major Project</p> <p>Tentative maps and major subdivision maps: \$200, or \$400 if within a Major Project</p> <p>Separate Documents: \$50</p>
<b>e. Approximate Processing Time</b>	Action shall be taken within 10 working days of acceptance of the application.
<b>f. Application Process</b>	Administrative review per 30.16.210
<b>g. Recommending Entities</b>	Government entities
<b>h. Approval Authority</b>	Director of Public Works.
<b>i. Appeal Authority</b>	Board
<b>j. Standards for Approval</b>	<ol style="list-style-type: none"> <li><b>1. Final Map Technical Review:</b> An extension of time not to exceed 1 year, but not to exceed the time limit imposed on any tentative map. However, such an extension may require the re-evaluation of map requirements, which may result in revised or additional requirements or recalculated bonds and fees to ensure they are sufficient for the construction of required improvements. The approval authority may deny or add new conditions to the application if it finds that circumstances have substantially changed to warrant denial or additional conditions.</li> <li><b>2. All Other Maps:</b> An extension of time not to exceed 1 year, but not to exceed the time limit imposed on any approved land use application. However, such an extension may require the re-evaluation of map requirements, which may result in revised or additional requirements or recalculated bonds and fees to ensure they are sufficient for the construction of required improvements. The approval authority may deny or add new conditions to the application if it finds that circumstances have substantially changed to warrant denial or additional conditions.</li> <li><b>3. Separate Document:</b> An extension of time not to exceed 1 year. The approval authority may deny or add new conditions to the application if it finds that circumstances have substantially changed to warrant denial or additional conditions.</li> </ol>
<b>k. Withdrawal</b>	An extension withdrawn by the property owner shall cease its consideration.
<b>l. Finality of Decision</b>	The action becomes final upon signing of the application by the Director of Public Works, or upon expiration of the appeal or reconsideration period given in this table. Following action, the property owner shall be notified of the decision. No maps shall be recorded until the decision becomes final.
<b>m. Appeal</b>	<ol style="list-style-type: none"> <li><b>1.</b> Any person may appeal, in writing, the decision within 5 working days of the decision. The appeal must be physically received by the Director of Public Works by 5:00 p.m. of the 5<sup>th</sup> day. Once an appeal has been filed, it cannot be withdrawn.</li> <li><b>2.</b> In the event of an appeal, the application shall be scheduled for a hearing by the Board within 40 calendar days of the close of the appeal period unless continued for good cause. The Board may limit its discussion to the issues raised in the appeal.</li> </ol>

(Ord. 3859 §4 (part), 6/2010; Ord. 3767 § 1(part), 6/2009; Ord. 3549 § 5(part), 9/2007; Ord. 3518 § 6 (part), 5/2007; Ord. 3499 § 2 (part), 3/2007; Ord. 2961 § 3 (part), 10/2003; Ord. 2857 § 6 (part), 2/2003; Ord. 2769 § 68, 7/2002; Ord. 2770 § 1 (part), 7/2002; Ord. 2741 § 5 (part), 5/2002; Ord. 2510 § 6 (part), 2000)

**30.28.125 Separate Documents.** Separate documents, such as but not limited to, right-of-way dedications, drainage easements, bus pad easements, pedestrian access easements, ingress/egress access easements, utility easements, temporary turnaround easements, traffic control easements, roadway easements, and trail easements shall be processed per Table 30.28-10

<b>Table 30.28-10 SEPARATE DOCUMENTS – AUTHORITY AND CONSIDERATION TABLE</b>	
<b>a. Initiating Authority</b>	Property owner
<b>b. Standards for Acceptance</b>	<ol style="list-style-type: none"> <li>1. Submittals shall only be accepted when the applicant demonstrates that the proposed separate document conforms to the provisions of this title.</li> <li>2. Once the final map technical review has been accepted, further dedications and easements may not be recorded separately. All dedications and easements shall be included and finalized with the recording of the final map.</li> </ol>
<b>c. Document Submittal Requirements</b>	Application form Copy of recorded deed that vests title in the most recent property owner and a copy of the document that caused the dedication Exhibit "A" Legal Description of the area to be granted or dedicated 8 ½" x 11" Exhibit drawing depicting area to be granted Closure calculations for described areas Copy of drainage study approval letter, if area to be granted is a drainage easement Copy of grading plan with the area highlighted to be granted or dedicated Copy of the articles of incorporation Copy of operating agreement
<b>d. Base Fee</b>	\$75 per submittal with \$50 incomplete package fee
<b>e. Approximate Processing Time</b>	30 calendar days of acceptance of the submittal
<b>f. Application Process</b>	Internal review only
<b>g. Recommending Entities</b>	Government entities
<b>h. Approval Authority</b>	Director of Public Works.
<b>i. Standards for Approval</b>	<ol style="list-style-type: none"> <li>1. All separate documents shall be in compliance with all applicable approved plans, conditions, restrictions and rules.</li> <li>2. When the Director of Public Works confirms that the separate document is in conformance with this Title and is technically complete and accurate, the separate document shall be approved and recorded.</li> </ol>
<b>j. Withdrawal</b>	A separate document withdrawn by the property owner shall cease its consideration.
<b>k. Finality of Decision</b>	The action becomes final upon recording of the separate document by the Director of Public Works. Following action, the property owner shall be notified of the recording.
<b>l. Expiration</b>	The document expires if not recorded within 1 year. BLM applications to be active for 2 years. Extensions of time for up to one year (12 months) each may be granted if an application is submitted and the required fee is paid.

(Ord. 3924 § 4 (part), 1/2011; Ord. 3859 §4 (part), 6/2010; Ord. 3848 § 4(part), 2/2010; Ord. 3767 § 2, 6/2009)

### **30.28.130 Document Submittal Requirements.**

- a.** All subdivision or other maps shall be accompanied by the documents and information described below. All documents shall be legible and suitable for microfilm reproduction. All maps must be prepared by a competent professional to compile the data necessary to comply with this Title. All plans and maps must be accurate, drawn to a suitable and legible scale, with a legend clarifying all markings and lines delineated on the maps, and folded so they can be placed into a legal file. For an application to be acceptable for processing, all required documents must be filed.

**1. Application.** A signed application, notarized when required by the Zoning Administrator or Director of Public Works, detailing the nature and justification for the request.

**2. Site Plans.** For a parcel map review, site plans drawn to scale showing a north arrow, property lines and the dimensions of the parcel of land, proposed property lines and dimensions, existing and proposed streets, existing structures and other physical features on the lot, parking, setbacks of building(s) to proposed property lines, existing and proposed driveway or drive aisle locations, and a notation of the distance to existing municipal sewer and/or water lines if within one mile of the property. If municipal sewer and/or water lines are greater than one mile distant, it shall be noted on the plan. The plans need not be prepared by a professional. If the slope of the property exceeds 12%, development must comply with hillside development regulations of Chapter 30.56.

**3. Tentative Map.** The tentative map shall be prepared by professional person(s) competent to compile the necessary data, and shall be named and contain the following information:

- A.** The date of preparation and the map scale.
- B.** The lettering shall be placed to read from the bottom right-hand side of the sheet. The north point shall be directed away from the reader.
- C.** Names, addresses and telephone numbers of owners of record, subdivider, and person or persons who prepared the map.
- D.** Sufficient legal description of the land to describe the location, including a graphic exterior subdivision boundary, dimensions, and approximate acreage.
- E.** Locations, names, present widths and improvements of adjacent streets.
- F.** Lot corners of adjoining subdivisions or tracts, together with recording data of adjoining subdivisions and/or parcels by recorded deed reference.
- G.** Location, names, proposed grades and widths of proposed streets and highways, as shown on the Plan and within the proposed subdivision, including street section drawings.
- H.** Contour lines of the entire subdivision, having the following intervals:
  - i.** Two foot contour intervals for ground slopes between level and 40%.
  - ii.** Five foot contour intervals for ground slopes between 40% and 80%.
  - iii.** Ten foot contour intervals for ground slopes exceeding 80%.
  - iv.** If the slope exceeds 12%, it must comply with hillside development regulations

of Chapter 30.56 and show the limits of such slope.

- I.** The width and location of all easements for drainage, sewage, public utilities, and other purposes.
- J.** Radii of all curves.
- K.** The lot layout, lot number, and approximate dimensions of each lot.
- L.** A map indicating plans for the development of the entire area if the proposed plat is a portion of a larger holding intended for subsequent development.
- M.** The location and outline, to scale, of each existing building or other structure, within the proposed subdivision, noting whether or not each existing building or structure is to be removed or remain in the development of the subdivision, and other physical features which would influence the layout or design.
- N.** Location of areas subject to inundation or stormwater overflow, and the location, widths, and direction of flow of all watercourses and proposed stormwater drainage and facilities, and also depicting limits of the 100 year flood plain.
- O.** Location and size of existing culverts, drain pipes, watercourses, natural drainage channels and their relocation, if proposed.
- P.** Sources and availability of water supply, proposed size and location of existing water mains, and proposed location of fire hydrants.
- Q.** Proposed method of sewage disposal. Location and size of nearest main.
- R.** Proposed use of property.
- S.** Proposed sites to be reserved or dedicated for public parks, schools, playgrounds and/or other public uses.
- T.** Proposed improvements and location, including any shared access.
- U.** Location of sidewalks.
- V.** A vicinity or key map showing the relation of the subdivision to the area in which it is located.
- W.** A statement regarding protective covenants and deed restrictions which the subdivider intends to enforce.
- X.** Known, mapped or observable faults and fissures, as well as setback to any faults, or a statement related thereto.
- Y.** All groundwater depths historically within 20 feet of the existing ground surface, or a statement related thereto.

- Z.** A statement indicating where the nearest water and sewer utility distribution systems proposed to be used are located.
- 4. Mylar.** The original of any proposed completed map with original signatures, made with tracing cloth, Mylar, or any other similar material acceptable to the County Recorder, clearly and legibly drawn in permanent ink. The affidavits, certificates, and acknowledgments shall be legibly stamped or printed upon the map and signed with permanent ink. The lettering shall be placed to be read from the bottom or right-hand side of the sheet, and the north point shall be directed away from the reader. Reversionary maps shall be identical to the map being reverted except that if the map to be reverted is drawn at a scale too large to be legible a smaller scale sufficient to make all required information legible shall be used. Each original shall comply with the following:
- A.** Sheet Size. Each sheet of the originals shall be 24" by 32" with a 1" margin at the top, bottom and right edges, and a 2" margin at the left edge along 24" dimension, and be numbered consecutively with the relationship of each sheet to the total in the set.
  - B.** Drawing Map. The map shall be prepared by a licensed Nevada professional land surveyor, or under his direct supervision.
  - C.** Scale and Legend. The subdivision map shall show a scale not to exceed 100' to 1". A legend shall be shown clarifying all markings and lines delineated upon the map, the basis of bearings used in the survey, and a north arrow.
  - D.** General Information. The subdivision name and number, scale, and north point shall be shown on each sheet.
  - E.** Approval Stamp. A blank space, 3" by 3", shall be reserved at the lower right-hand corner of the map for stamp of approval and recording by the Clark County Recorder.
  - F.** Title. On page one, a title comprising the subdivision name and number, followed by the words "Clark County, Nevada" shall be shown. The subdivision name and/or number shall be unique within Clark County. In addition, any amended or reversionary map shall respectively have the words "Amended Map" or "Reversionary Map" preceding the title prominently displayed, along with the recording information of the document being amended or reverted.
  - G.** Subtitle. Below the title shall be a subtitle consisting of a general description of all the property being subdivided, by reference to recorded deeds or maps which have been recorded, or by reference to the Public Land Survey System. References to tracts and subdivisions in the description must be worded identically with original records, and references to book and page numbers of record must be complete, including the recording information of documents being amended or reverted when applicable.
  - H.** Certificates on Map. Page one of the map shall contain all the certificates as required below and by the Nevada Revised Statutes (See Appendix I for Certificate examples):
    - i.** Certificate of acknowledgment.



- ii. Certification of ownership for a reversionary map, or a certificate of ownership and dedication for all other maps, shall offer: 1) all of the parcels of land shown thereon intended for any public use or dedication to the public; 2) the dedication of all of the streets (or other public ways or places); and 3) the dedication for sanitary sewers, as shown on the map within the subdivision.
- iii. Beneficiaries of record certificate, stating consent to the recording of the map and the dedications agreed to in the owner's certificate, which may be on a separate document from the title page, and which is to be recorded concurrent with the Mylar if a note on the Mylar indicates the same. (Also see 30.28.130(a)(8))
- iv. A complete and accurate legal description of the subdivision boundary and the total area within the boundary.
- v. Surveyor's certificate.
- vi. County Surveyor's certificate.
- vii. Zoning Administrator's certificate.
- I. The boundary of the subdivision designated by a 1/16" solid border. Such border shall not obliterate any figures or other data.
- J. Survey data, including:
  - i. Bearings and distances to a corner of the USPLSS (United States Public Land Survey System) or other readily identifiable corner of the public land survey system, or other readily identifiable control corner that is approved by the County Surveyor and shows ties to the National Geodetic Survey Control System (if points are established in the immediate area) must be delineated on said map.
  - ii. Bearings and lengths of all lines, the radius, central angle, length of curve and tangent of curve for all curved lines.
  - iii. All monuments, stakes and other evidences, found, set, reset or replaced, shall be shown describing their kind, size and location.
  - iv. All lot corners of adjoining subdivisions or tracts, together with recording data of adjoining subdivisions and/or parcels by recorded deed reference, shown in half-tone or broken lines.
  - v. Basis of bearing.
  - vi. Any additional information determined necessary to delineate the location and status of the property surveyed, in accordance with the provisions of NRS chapter 625.
- K. The centerlines of all streets in and adjoining the subdivision shall be shown, indicating all permanent monuments found or placed, and shall reference the map or field book wherever the County Surveyor has established such centerlines, and shall state if any points were reset by ties. The locations, names, total width and width on

each side of the centerline of all streets and other rights-of-way within the subdivision shall also be shown.

- L.** Notes of information, data and monuments necessary to locate and relocate any and all exterior boundary lines, lot or block lines.
- M.** All distances to the nearest 1/100 of a foot, in feet and decimals, and all bearings to the nearest degree, minute and second.
- N.** All lot and parcel dimensions, boundaries and courses clearly shown and defined, where lots are intended for sale, reserved for private purposes, or offered for dedication for any purpose.
- O.** The location and width of all easements denoted by dashed lines, public and private, clearly labeled and identified as to nature, purpose, and date of recording. For easements of record, recorded references shall be given.
- P.** The location and width of utility rights-of-way, located upon private property, within the subdivision.
- Q.** Any limitations of rights of access to and from streets and lots and other parcels.
- R.** All city boundaries crossing or adjoining the subdivision.
- S.** Each lot and block shall be numbered or lettered if applicable.
- T.** Parcels that are not contiguous shall be shown on separate maps. No more than one map shall be made on the same sheet. Continuous parcels owned by different parties may be included in one map, provided that all owners join in the dedication and acknowledgment. It is not necessary to specify the parcels belonging to each party.
- U.** The drawing should agree with the written description, but not require reference to the written description in order for it to be entirely self-explanatory.
- V.** All parks, easements, and other sites intended for public use and access must be designated and dimensioned and, if other than public, must be so marked. If there is more than one park, each shall be named or lettered.
- W.** Driveways or drive aisles accessing more than one lot shall be designated by easement, or as otherwise granted on the map.
- X.** Maps for mixed used developments shall include the following:
  - i.** The map shall be titled "Commercial/Residential Condominium" (common interest community, if required).
  - ii.** A note must be placed on the map stating the residential portion is subject to NRS 116, 117 and 278, and the commercial portion is per NRS 625 and 278.325.
  - iii.** The specific extents of the residential portions and commercial portions shall be clearly delineated.

5. **Copies.** Copies of the original Mylar map drawn by a professional land surveyor.
6. **Easement Map.** A map prepared and certified by a licensed Nevada professional land surveyor showing the locations of all easements on the property identified in the preliminary title report, referencing the document number which created the easement.
7. **Tentative Map Checklist.** The checklist provided to the Zoning Administrator which details the information contained on the tentative map, as shown under subsection (3) above.
8. **Title Report.** A title report dated less than 6 months prior to the time of submittal from a reputable title company showing the names of those parties who may be required to sign the subdivision map, including any required beneficiary statements and listing all

encumbrances on the property to be subdivided. An updated title report will be required upon submission of any technical review if the copy of the title report submitted with a tentative map is more than 6 months old. An updated title report not more than 2 weeks old, including a subdivision guarantee, is required at the time of submission of a completed map application. The legal description on submitted map plans and all mylars shall match the legal description contained in the required title reports.

For the purpose of this requirement, “subdivision guarantee” shall mean a report from a title company in which the title company certifies that it has issued a guarantee for the benefit of the local government that lists the names of each owner of record of, and each holder of record of a security interest created by a mortgage or a deed of trust in, the land to be divided (together known as “beneficiaries of record”) that declares each beneficiary of record’s consent to the division of land thereto (“beneficiaries of record certificate or statement”). Additionally, “guarantee” shall mean the terms and conditions of insurance coverage or guarantee relating to title of any property interest. (Also see 30.28.130(a)(4)(H)(iii))

9. **Easement/Right-of-Way Documents.** These shall include one copy of each document which created an encumbrance or easement on the property as shown on the title report.
10. **Deed.** The most recent recorded ownership deed is required for all property included within the map. For any extension of time, the deed is required only if ownership of the property has changed since the approval of the original application.
11. **Impact Analysis.** An impact analysis, performed by a Nevada Licensed Professional Engineer recommending mitigation measures for the anticipated impacts on traffic and drainage as indicated below:
  - A. **Traffic Impact Analysis.** Assesses the impacts of a proposed development on the existing and future multi-modal transportation network and analyzes the adequacy of the development's planned access points.
  - B. **Drainage Impact Analysis.** Assesses the impact of a proposed development on drainage patterns on the site of the development and for adjacent and downstream properties.
12. **Technical Impact Analysis Notice.** One copy of the notice(s) from the Department of Public Works indicating that all required technical impact analyses have been conditionally accepted.
13. **Improvement Plan Copies.** Fully detailed engineering plans, drawings, profiles, cross sections, specifications and all other necessary details of the improvements and installations required, together with a detailed estimate of the cost of the improvements. Plans submitted shall clearly indicate the distinction between constructed and to-be-constructed improvements. Each sheet of said plans shall carry in the lower right-hand corner the subdivision name, type of design shown on the plan, the name of the designing engineer, and sheet number and information necessary to clarify the design. Each sheet of such plan shall show a north arrow and shall indicate the scale used, and all plans and profiles shall show all the information required in the Clark County standards and specifications.
14. **Final Improvement Plans.** Following the determination of the Department of Public Works that the improvement plans are acceptable, original corrected

final improvement copies of street plans and profiles, sewer plans and profiles, street lighting plan, and water plan shall be provided.

- 15. Corrected Copies.** Following corrections made to the map as a result of the technical review, additional copies of the map to be examined for correctness of survey, mathematical data and computations, the setting of monuments and correctness in general shall be provided.
  - 16. Map Check Prints.** Any data necessary for the reasonable interpretation of the locations of points or lines delineated on the map shall be provided including, if requested by the County Surveyor but not limited to, an electronic coordinate geometry point list in an ASCII format (point file), a copy of the map with corresponding point numbers shown (point file map), lot closures in a conventional, or electronic, format, and/or a drawing file in a computer format consistent with software utilized by the County Surveyor with point information included.
  - 17. Certification of Tax Payment.** A certificate from the Clark County Treasurer showing that according to the records of that office, there are no outstanding liens, local taxes, or assessments collected as taxes, except taxes or special assessments not yet payable.
  - 18. Submission to City.** Whenever any subdivider proposes to subdivide any land within 3 miles of the exterior boundary of an incorporated city, the subdivider shall also file a copy of the tentative map of the proposed subdivision with the City Planning Commission of the incorporated city or, where there is no Planning Commission, shall file with the Clerk of the Governing Board for approval. The City Planning Commission, or the Governing Board, shall have 30 calendar days to make and forward its recommendation to the Commission.
  - 19. Ownership/Applicant Disclosure.** A disclosure form provided by Clark County that requires applicants to list the names of individuals holding more than 5% ownership or financial interest in the business entity appearing before the Board of County Commissioners, except as provided below, shall be submitted with an application as required. "Business entities" include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations. Publicly traded corporations shall list all Corporate Officers and Board of Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use transactions, extends to the applicant and the landowner.
  - 20. Fire Permit Survey Form.** A disclosure form provided by Clark County that requires applicants to identify all hazardous chemicals, explosives, waste or other materials involved in the storage, manufacturing or use of such materials at a business site.
- b.** The Zoning Administrator or Director of Public Works may determine that any of the listed documents is not necessary for a particular application, and may thereby waive the requirement for the submission of the document. Duplicate documents for multiple applications being considered at the same hearing are not required. If the nature of a particular application necessitates the submittal of additional documentation, such documentation may be required by the Zoning Administrator, Director of Public Works, Commission or Board. (Ord. 3859 §4 (part), 6/2010; Ord. 3757 § 3, 4/2009; Ord 3586 § 4 (part), 2/2008; Ord. 3472 § 4 (part), 1/2007; Ord. 3397 § 3 (part), 6/2006; Ord. 3160 § 6 (part), 11/2004; Ord. 3106 § 3, 8/2004; Ord. 3085 § 48, 6/2004; Ord. 3020 § 1, 2/2004; Ord. 2961 § 3 (part), 10/2003; Ord. 2857 § 7, 2/2003; ord. 2788 § 3, 9/2002; ord. 2769 § 69 & 70, 7/2002; ord. 2741 § 5 (part), 5/2002; ord. 2510 § 6 (part), 2000)

Table 30.28-11 SUBDIVISION APPLICATIONS - DOCUMENT SUBMITTAL REQUIREMENTS																									
Application Type	Application <sup>8</sup>	Disclosure Form <sup>9</sup>	Fire Permit Survey Firm	Site Plans	Tentative Map	Mylar	Copies or mylar	Easement Map	Assessor's Map	Tentative Map Checklist	Title Report	Easement/Right-of-way documents	Landscape Plan	Deed	Impact Analysis	Technical Impact Analysis Notice	Improvement Plan Copies	Final Improvement Plans	Corrected Copies	Map Check Prints	Point File	Point File Map	Property Transfer Deeds	Cert. Tax Payment	Submission to City
Major Subdivision Tentative Map	1	1	1		22			3	2	1	1	1	1 <sup>1</sup>												Yes
Major Subdivision Final Map Technical Review							15		2		2 <sup>2</sup>	1			1 <sup>3</sup>	1	Yes <sup>4</sup>			1					
Major Subdivision Final Map						1	1				1										1 <sup>6</sup>	1 <sup>6</sup>		1 <sup>10</sup>	
Minor Subdivision Parcel Map Review				8					2		1										1 <sup>6</sup>	1 <sup>6</sup>			
Minor Subdivision Parcel Map Technical Review							6		2		1 <sup>6</sup>				1 <sup>3</sup>		Yes <sup>4</sup>	Yes <sup>4</sup>							
Minor Subdivision Parcel Map						1					2 <sup>2</sup>									1	1 <sup>6</sup>	1 <sup>6</sup>			
Reversionary Map						1	5		2		1									1				1	
Boundary Line Adjustment						1	1		2		2			1						1	1 <sup>6</sup>	1 <sup>6</sup>	1 <sup>7</sup>		
1. Only if there has been no prior land use approval for the project. 2. One of which is submitted to the County Surveyor. 3. Submitted independently to the Director of Public Works, approvable prior to the submission of the technical review (See Section 30.32.060). 4. Improvement plans submitted independently to the Director of Public Works - See Section 30.32.080. 5. Deleted. 6. Electronic document submittals are acceptable. 7. If applicable. 8. Corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation or provides signature in a representative capacity. 9. Also required for any administrative application if appealed to the Board of County Commissioners. 10. Certification of Tax Payment is required for all maps that require a tentative map.																									

(Ord. 3859 §4 (part), 6/2010; Ord. 3160 § 6 (part), 11/2004; Ord. 2961 § 3 (part), 10/2003; Ord. 2857 § 6 (part), 2/2003; Ord. 2788 § 4 (part), 9/2002; Ord. 2779 § 2 (part), 7/2002; Ord. 2769 § 71, 7/2002; Ord. 2741 § 5 (part) 5/2002; Ord. 2573 § 5 (part) 2001)